



## **SAFEGUARDING CHILDREN**

### **SAFER RECRUITMENT POLICY**

Reviewed:	September 2019		
Next review:	September 2020		
		Diane Osborne	Chair of Management Committee
		S Pritchard-Jones	Head Teacher

#### **Aims**

Shepwell Short Stay School is committed to the protection and safety of its pupils and aims to ensure that the recruitment and human resources management procedures promote child safeguarding. We recognise that the safety, welfare and care of pupils is paramount.

All of our pupils have barriers to learning such as mental health, autistic spectrum disorders and/or other medical conditions; they have greater difficulty than other pupils with social understanding and communication. Therefore it is essential that this policy is implemented consistently to support all pupils and maintain physical, social and emotional development and ensure a safe environment.

#### **Consultation Documentation**

- Keeping Children Safe in Education September 2019

#### **Roles and Responsibilities**

##### **1. The Management Committee**

The Management Committee will appoint a named Child Protection Link member who will ensure, on behalf of the Management Committee, that the School's procedures are appropriate. The named member is Mark Beech

##### **2. Headteacher**

The Head teacher will ensure that procedures are carried out in accordance with School policy.

#### **Procedures**

- All staff who are employed at the school will be subject to full safeguarding checks following the DfE statutory guidance in 'Keeping children safe in education'. The checks will be recorded within a single central record and evidence will be held on file
- The single central record will be vetted by the link management committee member and the Head teacher. The LA Safeguarding Lead will inspect the document on an annual basis

- Management committee members will be subject to safeguarding checks and details will be recorded on the single central record
- The Management Committee will review the Safer Recruitment policy on a regular basis
- The Head teacher and, all school staff will undertake relevant training for Safeguarding Children and will cascade information to staff unable to attend
- DBS clearance forms will be checked and the disclosure number recorded
- Any outstanding DBS clearance forms, medical clearances and references will be brought up to date
- A safeguarding audit will be completed on an annual basis and submitted to Walsall Council
- Information relating to the School, including information for parents and staff handbooks will stress the school's commitment to the protection and safety of its pupils

### **The role of all staff and other persons within the school**

All staff have a duty to safeguard pupils. This policy outlines how staff should meet this duty:-

- School reception staff will greet all visitors between the hours of 8.00am and 2.45pm.
- Reception staff will draw attention to all visitors the wording on the visitor management system relating to the safeguarding of the pupils.
- All temporary staff, pupils on placement and any other person who has significant contact with the pupils will be issued with an 'Important Information for Visitors' leaflet which includes details on safeguarding and child protection procedures in Shepwell Short Stay School.
- Visitors coming to the school for meetings will be required to sign in on the visitor's management system. Visitors will be accompanied by staff at all times and be issued with a visitor's photographic label.
- Persons visiting the school to work with the pupils will be required to show their proof of safeguarding checks and proof of identity to the reception staff. This will include Doctors, social workers, speech and language therapists and other visiting professionals. These visitors will sign in on the visitor management system and be issued with a photographic label. Visitors who regularly work with pupils will be included on the single central record.
- Temporary staff provided by external staff agencies will be pre booked by the Head or Deputy Head Teacher and reception staff will be given their name. The employer will provide evidence of safe guarding checks being completed to the school Business Manager which will be entered onto the single central record. Agency staff will be asked to provide photographic proof of identity to the reception staff on arrival in school hours and to the senior member of staff on duty at all other times. These staff will sign in on the visitor management system and be issued with a school ID card and lanyard.
- Contractors who regularly work on site will be required to show proof of identity on arrival at school together with a letter from their employer stating that the safe guarding checks have been completed. Copies will be taken by the reception staff and retained on file. The contractor will sign in on the visitor management system and be issued with a school photographic label. Regular contractors will be included on the single central register.
- Parents and carers are welcome to visit the school. Because of safeguarding issues, parents and carers will be accompanied by a member of staff when visiting the school.
- Should any visitor not be able to provide the appropriate documentation (proof of identity /proof of safeguarding checks) they will not be allowed beyond reception unless supervised by a member of staff.

We recognise that all information is confidential. Copies of safeguarding checks and proof of identity retained on file will be kept in locked filing cabinets. The electronic single central record will be password protected.

### **Advertising for New Personnel**

Advertisements will reflect the School's commitment to Equal Opportunities and Child Protection.

### **Applications for Employment**

- Applicants will be advised that a reference will be sought from their last place of employment (and their last place of employment working with children, if they differ), irrespective of whether they have been nominated as a referee. The Head Teacher of the last place of employment is required to sign the reference.
- Applicants will be advised that friends or relatives will not be accepted as referees
- Applicants will be asked to declare any criminal convictions (spent or unspent). However, any declaration will not affect short-listing, but must be explained at interview.
- Applications will only be accepted if they are completed on a Walsall Council application form and have been signed. If submitted electronically applicants will be asked to sign the application form at interview (if shortlisted)

### **Short-Listing Candidates for Employment**

- A minimum of two references will be obtained for new employees; one of which will be the current/ last employer (the latter will be irrespective of whether they appear on the application form as a referee). The reference request will specifically ask for information of a child protection nature. The reference must be in writing or sent from an official company email address and signed and may be followed up by a telephone call, if necessary, for clarification.
- Application forms will be checked for consistency against references, particularly in relation to gaps in employment.
- Application forms will be closely scrutinised for child protection concerns, for example date discrepancies.
- At least 2 people will complete the short listing for all posts

### **Interviewing Candidates for Employment**

- Letters requesting attendance at an interview will ask candidates to bring appropriate identification including photographic evidence to the interview
- Identification checks will be carried out at the point of interview and in accordance with the procedures set out by Walsall Council Recruitment Team
- Advice will be sought from authorities of countries of overseas candidates who are newly arrived to the Country
- Candidates will be asked to sign the Overseas Checks form
- All candidates will be asked questions about child protection during interview.
- Candidates will be asked to declare any criminal convictions (spent or unspent) or to explain any previously declared convictions
- At least one member of the interview panel will have undergone Safer Recruitment Training
- A member of the management committee will sit on all interview panels

## Appointment of New Personnel

- New employees in regulated activity will have an Enhanced DBS with barred check clearance before commencing employment.
- Walsall Council 'Write to Work' procedure will be adhered to
- Volunteers and student teachers must have DBS clearance before commencing a placement.
- Current employees will have their DBS checks repeated on a five yearly basis.
- All employees will be asked to declare any new criminal convictions to the Head teacher on an annual basis
- Enhanced DBS checks will be carried out on all employees who have been out of the work place for more than three months (e.g. on maternity leave) or who are causing concern.
- All supply staff must have Enhanced DBS clearance and must provide evidence of this to the Headteacher before working in the School.
- Supply agencies must supply evidence of all relevant employment checks before agency staff commence
- All new employees will undergo induction and will be advised of the following:
  1. Code of Conduct
  2. Induction Policy
  3. Safeguarding Policy including CPOMS (reporting tool)
  4. Whistle-blowing Policy
  5. Supervision and Mentoring
  6. Policy training and information
  7. Taking photographic images of children policy
  8. Acceptable use of ICT
  9. Smoking Policy
  10. Emergency arrangements
  11. First Aid arrangements
  12. Health & Safety Policy
  13. Absence Policy